



U.S. Department  
of Transportation  
Federal Transit  
Administration

# Memorandum

Subject: GUIDANCE: Bus Fleet Management Plan for  
New Starts

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To: Regional Administrators  
Regions I through X

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Date: APR - 8 1999

Reply to  
Attn. of:

The purpose of this memorandum is to provide guidance on bus fleet management plans for New Starts. As the sponsors of a New Start move into final design, a bus plan must be prepared in support of their project. This memorandum lists the objectives, process and provides an outline for the sponsors of the New Start to address in their bus plan. The items in the outline section should be viewed as minimums and not as the only items that should be incorporated in the bus plans.

## OBJECTIVE

The objective of the bus fleet management plan is for the New Starts sponsor to ensure that bus service is not degraded during design and construction of their rail project. Each bus plan should address how the sponsor will:

- Maintain a bus fleet and facilities for the level of service and area currently served
- Establish quality of service measures and adequate monitoring of the bus service
- Provide capital and operating funds that will be required for bus service in the area

## SCOPE

Each bus fleet management plan should give a clear explanation of their current situation with regards to composition of bus fleet, maintenance facilities and operating conditions. A New Start sponsor should prepare simple tables of time series data for their bus fleet for the periods of 3-5 years prior to rail construction, duration of the rail construction, and at least 1-3 years after rail service begins. Past years' data should be as reported to the National Transit Database, where possible and future data will be projected.

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The New Start sponsor should be clear and concise in their bus plan. At minimum, the plan should include the following areas:

- Peak level of service for each year – number of vehicles required
- Fleet average age, composition, rehab/rebuild projects, vehicle retirements and purchase plans
- Ridership – current and projected average daily trips and load factor policy
- Maintenance facilities – age of facilities, capacity for existing fleet, expansion capacity for future vehicle purchases
- Maintenance expenditures, service quality and reliability measures – existing programs or measures used to gather information on service quality and reliability, on-time performance, load factors, vehicle reliability, etc.
- Annual budgets to provide for all of the above (tie into financial capacity review)

If you require further guidance or clarification, please contact Mr. Spiro Colivas in TPM-20 at (202) 366-6009.